



**Job Location:** 400 Deaderick Street – Nashville TN 37243

## **Director 2 – Child Care Assessment**

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Director 2 Child Care Assessment has overall responsibility for caseload management and provides oversight to the statewide child care assessment program. This individual will also interface with intra-departmental partners in the Licensing and Certificate Program as well as federal partners within the administration of Children and Families –Office of Child Care. The Assessment Director provides management, technical support, planning and coordination of activities for eight (8) regional assessment offices and 65 professional staff. The Director ensures that more than 50 Assessors have experience in the area of child care development and that they receive required training to improve their ability to evaluate child care programs using the Environmental Rating Scales. The Assessment Director provides oversight to ensure the reliable and valid use of the rating scales and ensures that all staff maintains accuracy in the use of the Scoring Tool used to measure quality for all licensed child care providers. This position reports directly to the Director 4 – Child Care Services.

### **Position Responsibilities:**

- Direct and coach (3) Child Care Assessment Program Supervisors statewide in program planning, development and evaluation to ensure services are provided without disruption
- Primary scope of responsibility is in effective management of people to ensure accomplishment of program goals
- Provide overall evaluation of 2450 licensed child care agencies that care for more than 158,000 children
- Management of Alternative Workplace Solutions (AWS) project that apply to 90% of staff positions
- Address and find solutions to all community and provider opportunities specific to child care assessment and measurement of quality in all child care facilities
- Review, interpret and implement relevant federal and state policies and procedures and contracts; evaluates records for past service achievements, present outcomes and

measurements and expected future goals for service delivery; determine necessary corrective actions and solutions

- Represents the Department at Federal, Regional and Statewide meetings and conferences
- Provides liaison support in managing complaints and provides subject matter expertise in generating solutions
- Manages implementation of Tennessee's Quality Rating Improvement System (QRIS)
- Oversight of the transition and adaptation to the Assessment Window process to align Tennessee's program assessment process with national norms
- Drive adherence to federal requirements outlined in the mandates of the Child Care Development Block Grant (CCDBG) Reauthorization Act

#### **Position Requirements:**

- Bachelor's degree in Early Childhood Education, Child Development, Public Administration or other directly related field.
- Master's degree is preferred in directly related field as indicated
- Demonstrated experience and ability to manage a direct team and statewide workforce and successfully implement accountability measures
- Proven ability and experience to foster teamwork and lead a large team toward the identified vision and goals
- 5 Years of staff and program management experience with a major program is required
- The ideal candidate will have knowledge, professional and leadership experience in Early Childhood Development programs

#### **Information regarding State of Tennessee benefits:**

<https://www.tn.gov/hr/topic/benefits>

#### **How to Apply:**

- Please submit resume and cover letter outlining your related experience to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov)

All email submissions must include in the subject line: **Director 2 - Child Care Assessment**

- **Target Salary: \$65,000**

*Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*